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CIA Components Having Access to Parts  
of the SAFE Interim System

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Office of the Director  
Systems Analysis Staff  
Document Services Group  
Acquisition and Dissemination Division  
Central Libraries Division  
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Information Services Group  
European Division  
Far East/Pacific Division  
Near East Division  
USSR Division  
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Office of the Chief  
Free World Branch  
Strategic Evaluation Center  
Office of the Chief  
Force Effectiveness Analysis Team  
Policy and Doctrine Team  
Command and Control Team  
Special Projects Team  
Strategic Forces Division  
Office of the Chief  
Naval Branch  
Offensive Branch  
Theater Forces Division  
Western Forces Branch

Office of Weapons Intelligence

Naval Systems Division  
Antisubmarine Warfare Branch  
Cruise Missile Branch  
Technology and Strategic Systems Branch  
Production and Analysis Division  
Current Intelligence Branch  
Developmental Programs Branch

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Office of Geographic and Cartographic Research

Environment and Resource Analysis Center

Geography Division

East Asia Branch

Middle East/Africa/Western Hemisphere Branch

Information and Systems Staff

Office of Regional and Political Analysis

Office of the Director

East Asia - Pacific Division

East European Division

International Issues Division

Methods and Forecasting Division

Middle East Division

South Asia Division

USSR Division

Office of Scientific Intelligence

Intelligence Production Staff

Life Sciences Division

Biomedical Sciences Branch

Military Technology Division

Electronics Branch

Nuclear Energy Division

Nuclear Weapons Branch

Nuclear Programs Branch

Sino-Soviet Branch

Physical Sciences and Technology Division

Science and Applications Branch

Office of Imagery Analysis

Office of the Director

Missile Systems Division

China Systems Branch

Deployed Systems Branch

Production and Test Branch

Foreign Broadcast Information Service

Analysis Group

Operations Group

Production Group

Executive and Planning Staff

National Photographic Interpretation Center

Production Services Group

Information Branch

Office of Communications

Cable Secretariat

Operations Center

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Office of SIGINT Operations

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Office of Data Processing  
Special Projects Staff

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Information and Privacy Staff/DDA

Plans and Programs Staff/NFAC

Publications and Presentations Group/NFAC

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Requirements and Evaluation Staff/Office of Comptroller

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Approved For Release 2006/11/07 : CIA-RDP81M00980R001900020018-1

16 December 1977

## Fact Sheet on SAFE Interim System On-Line Files

	MAIL FILES	TEXT FILES	OCR BIBLIOGRAPHIC INDEX	USER-CREATED FILES
OFFICES SERVICED	NFAC - 9 DDS&T - 1 DDA - 1	NFAC - 10    DCI Area - 2 DDS&T - 1    DDA - 1 DDO - 1	NFAC - 9    DCI Area - 2 DDS&T - 2    DDA - 1	NFAC - 4 DCI Area - 3 DDA - 2
RANCHES	36 (File owners - 14 brs.)	51	51	37 (File owners - 17 brs.)
SERS	188	291	243	133
ILES	14	6	1	22
ONTENTS	Complete text of: - State cables (incl. EXDIS) - Codeword (excl. GAMMA)	Complete text of: - State cables (incl. EXDIS) - Codeword (incl. GAMMA & some Agency traffic) - Military cables - DoD/IR's - FBIS worldwide field traffic	3 million index records to U.S. & foreign intelligence documents, raw & finished, codeword & collateral.	92,000 index records to documents selected for retention by the branches which create the files.
ELECTION CRITERIA	User-defined requirements	None - All incoming receipts (Minor exceptions: garbled/incomplete msgs., commo test msgs., & EYES ONLY msgs.)	Standard list of documents of the greatest value to greatest number of analysts (all series, all documents). Those not on the list, notably State cables, FBIS material & open source, indexed on highly selective basis	Determined by the mission of the owner-branch, as with manual files (no system management limitations).

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LENGTH OF STORAGE	5 days	4 weeks - oldest week purged every Wed. night  In addition to the 4 wk. files, there are also separate files for the most recent 24hrs. of State cables, regular Codeword, GAHMA Codeword, DoD/IR's & FBIS traffic.	10 yrs.	Indefinite - as long as needed by their branches
EXTENDED STORAGE	Small user-controlled on-line 'SAVE' files (max. 600 msgs. each). Average per br. - 3	Available only to the 14 brs. having Mail Files.	n.a.	n.a.
UPDATE FREQUENCY	12 times per 24 hrs. (8 times between 0700-1500 hrs.)	Once per 24 hrs. (Between 0300-0800 hrs.)	Daily	Daily
GROWTH RATE	n.a.	n.a.	25,000 records per month	2,408 records per month
CAPABILITIES	Read Route to other Mail File users Store in 'SAVE' files for temp. retention and text search On-site printing	Search entire text for any desired information Read Store in 'SAVE' files (limited to brs. having Mail Files) On-site printing Off-line printing	Retrieval by: keyword country city name subject code document number security classification publication date On-site printing Off-line printing, incl. special report writing formats	Retrieval by: keyword user-devised subject codes country city names document number security classification publication date indexing analyst's ID On-site printing Off-line printing

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## Fact Sheet on SAFE Interim System On-Line Files

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ENEFITS*	<p>1. As near real-time receipt as analysts will have until real SAFE system is implemented. Improves current awareness by avoiding time-lag inherent in hard copy dissemination.</p> <p><i>"It [FBIS Mail File] is no longer an operational experiment but has become an operational necessity as an alert mechanism for OD/FBIS."</i></p> <p>2. "Institutional memory," i.e., computer storage, makes all documents available to all analysts simultaneously.</p> <p><i>"...avoids the delay normally experienced through the in-box route, the holdup in someone's mail backlog, or, even worse, the possibility that it may never emerge from a possessive analyst's files."</i></p>	<p>1. Provide information analysts are not otherwise getting by giving them access to complete Agency receipts.</p> <ul style="list-style-type: none"> <li><i>"We found information and sources we never knew existed."</i></li> <li><i>"We didn't know what we weren't getting until we could tap into complete Agency receipts via the Text Files."</i></li> </ul> <p>2. Quicker access to information than is possible with hard copy distribution--anywhere from 1/2 - 3 days, depending on source.</p> <ul style="list-style-type: none"> <li><i>"OSR/SEC users note that information can be obtained from the Text Files considerably in advance of its availability in hard copy...especially valuable during SALT negotiating process."</i></li> <li><i>"Two OSI Surveyor dealing with Soviet satellite communications developments resulted from timely reporting made available by the Interim System." [Ed. note: 2 wks thereafter, analyst still had not received hard copy of the 4 docs, on which he based these articles]</i></li> </ul>	<p>1. More analysts now use this valuable resource than ever did before. Evidence: number of OCR customer requests serviced did not decline, while at same time, Interim System use average, e.g., 116 query sessions per mo. in 1976.</p> <p><i>Result: More comprehensive data for input to analysis and report writing.</i></p> <p>2. Provides information analysts are not otherwise getting.</p> <ul style="list-style-type: none"> <li><i>"The ability to search the OCR index has 'found' information for analysts that would never have been retrieved without the Interim System."</i></li> </ul> <p>3. "Quicker access to information" than usual method of obtaining output via an OCR intermediary, especially in remote locations, and saves analyst time.</p> <ul style="list-style-type: none"> <li><i>"Use of this file has opened a whole new area of service for the Library at LPIC."</i></li> <li><i>"Marco's information was needed ASAP for a special briefing. It could not have been obtained other wise in time to meet the requirement."</i></li> </ul>	<p>1. Qualitatively better information retrieval.</p> <p><i>Computer vs. manual files:</i></p> <p><i>Manual - 2 index terms, as a doc. is filed in max. of 2 file folders</i></p> <p><i>Computer - Average of 12 searchable data elements per doc. Range = 5-28</i></p> <ul style="list-style-type: none"> <li><i>"Our user file allows any analyst to retrieve documents in literally dozens of different ways."</i></li> <li><i>"...greater flexibility in file structure."</i></li> <li><i>"I am wedded to user files as an instrument for managing voluminous amounts of information. Its flexibility, and capability to cross-reference and formation information are undeniable."</i></li> </ul> <p>2. Faster information retrieval.</p> <ul style="list-style-type: none"> <li><i>"Had I not had our user file ... I would not have been able to prepare a credible briefing in the time allocated."</i></li> </ul>

\*Everything in quotation marks is a direct quote from information supplied in writing by users of the Interim System over the past 2 & 1/2 yrs.

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	MAIL FILES	TEXT FILES	OCR BIBLIOGRAPHIC INDEX	USER-CREATED FILES
EFITS*	<p>3. Being able to route msgs. to other Mail File users.</p> <p>° E.g., Recent arrangement for all Mail File branches to route significant items to DD/NEAC.</p>	<p>3. Selection and aggregation of specific information from large volumes of data, not humanly possible in manual, hard copy environment.</p> <p>In re an NPIC request for access to Text Files after frustration of scanning vols. of docs. looking for "needle in haystack":</p> <p>_____ for which so much has been spent, must have faster information retrieval and manipulation support than is now possible using hard copy documents."</p> <p>° "The Text Files made possible a search of all output from a collection source within 15 min. late one day. Without the Text Files, this review could not have been made in the time available."</p> <p>4. Improved analysis, due to 1-3, above.</p> <p>5. Improved analyst productivity and response time by decreasing time required for research.</p> <p>° "Information-gathering for one project which used to take me 4 hrs. a day now only takes 1/3 hr. using the Text Files and OCR Index."</p>	<p>4. Improved analyst productivity and response time by decreasing time required for research.</p> <p>See comments under Item 5 of "Text Files."</p> <p>5. Decreases chaff-to-wheat ratio.</p> <p>Analysts' interactive searching, coupled with specificity of computer retrieval, eliminates necessity of having to scan so many irrelevant documents to find needed information, as is necessary with hard copy files.</p>	<p>3. Improved analyst productivity and response time by decreasing time required for research.</p> <p>See comments under Item 5 of "Text Files."</p> <p>4. Decreases chaff-to-wheat ratio.</p> <p>See comments under Item 5 of "OCR Bibliographic Index."</p> <p>5. Improved analytical capabilities, e.g., pattern recognition and synthesis.</p> <p>° "The opportunity for an analyst to structure a [computer] file and apply keywords of his own choice to ease retrieval is a milestone."</p> <p>° "We've been able to identify new and unusual patterns of Soviet industrial organization which would have been impossible to discern using manual files."</p> <p>° "This file is in large part responsible for our present understanding of the organization of the Soviet nuclear industry ... and the relationships between organizations."</p>

(continued)

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BENEFITS*		<p>6. Improved feedback loop to the collection process.</p> <ul style="list-style-type: none"> <li>"Use of the Text Files recently allowed OHI/NSD to institute a collection effort to obtain, for the first time, critical technical intelligence data on Soviet ballistic missiles ... based on the time-critical tip-off information provided by the Text Files."</li> <li>"The [above] OHI/NSD use of the Interim System is an exciting and inspiring account of Interim System utilization to enhance the recognition and synthesis of an intelligence problem and achieving an intelligence breakthrough."</li> </ul> <p>--ADP Consultant to Dr. Stevens</p> <p>7. Contractor support workload eased.</p> <p>Search for and printout of documents releasable to contractors; one copy to contractor and one copy kept as inventory of what was sent.</p>		<p>6. Reduces requirements for document storage space.</p> <p>a. Hard copy document storage:</p> <ul style="list-style-type: none"> <li>"Flexibility of the system is ideal since it allows any number of analysts access to one central file and reduces the need for physical [document] storage."</li> </ul> <p>b. Documents converted to microfilm:</p> <p>Further substantial savings (80%) in storage space for those branches which have opted for converting their indexed documents to microfilm.</p> <ul style="list-style-type: none"> <li>"We have between 7,000-8,000 documents [in microfilm] on just two shelves of a conserva-file. Without the Interim System and film reduction, we would not have been able to keep and manage all of these documents."</li> </ul>

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ENEFITS	<p><u>General Comments by Users:</u></p> <ul style="list-style-type: none"> <li>"It can be readily seen that the Interim System is much more than simply a new and faster filing system. It is a valuable tool for doing analytical research. The improved filing, the rapid access to information, and the ease with which information can be retrieved have made it possible to attack projects which have previously been neglected as too time-consuming."</li> <li>"Although the Interim System is far from perfect, some sort of computerized storage and retrieval system for the analytical functions of the Agency is absolutely essential. It is already long overdue, and the potential savings in efficiency would be tremendous."</li> <li>"It is a precise and powerful tool. Without the retrieval capabilities of the Interim System, OSR/SEC's responsiveness to research tasks which are laid upon it would diminish ... and could not be performed without an increase in the clerical and analytical resources."</li> <li>"Intelligence problems are far more complex than they were even 6 yrs. ago, and we <u>must</u> have a more efficient way of handling data to solve them. The Interim System is a step in that direction."</li> <li>"As our ability to automate our data increases, so will the timeliness and <i>quality</i> of our analysis."</li> </ul>			

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED	CONFIDENTIAL	SECRET	
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Mr. Stanley Taylor Select Committee on Intelligence Staff		
2	United States Senate Washington, D. C. 20510		
3			
4			
5			
6			
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	
<p>Remarks: Mr. Taylor:</p> <p>During one of the SAFE briefings conducted for you on 28 February 1978 you requested:</p> <p>(a) a listing, by organization, of CIA Interim SAFE system users; and</p> <p>(b) the "Fact Sheet on SAFE Interim System On-Line Files," dated 16 December 1977.</p> <p>One copy of each document is attached for your use.</p> <p>If you require additional information or if we can otherwise assist you in your review of Project SAFE, please contact [redacted] of my staff.</p>			
FOLD HERE TO RETURN TO SENDER			
[redacted]		SS AND PHONE NO.	DATE
[redacted]		A/Compt., Resources	4/11/1978
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